

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 4-69								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-08-010	Contract Period 12/16/2008 To 11/30/2013 Base Option Period Number 4	Title of Work Assignment/SF Site Name Workshop								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW Support for Region 9 State of the Science Workshop								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 12/01/2012 To 11/30/2013								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 12/16/2008 To 11/30/2013		Cost/Fee:				LOE:				
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name Michael Gill						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 415-972-3054				
						FAX Number:				
Project Officer Name Melissa Revely-Wilson						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 703-347-8523				
						FAX Number: 703-347-8696				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name William Yates						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2055				
						FAX Number:				

PERFORMANCE WORK STATEMENT

Contract Number: EP-C-08-010

Work Assignment Number 4-69 Amend 1

Title: Support for the Region 9 State of the Science Workshop on Mercury Remediation in Aquatic Environments

Request a revised work plan to descope hours - should NTE 190 and Cost \$20,000

Task 4: Pre-Meeting and Post-Meeting Logistics

SCG will provide 10 copies of the packet onsite for distribution to the attendees. The post-workshop Proceedings document will contain the final meeting summary; final agenda; final participants list; links to the speaker PowerPoint presentations that will be on the forum information website (each PowerPoint will be 508 compliant per federal guidelines for 508 compliancy); evaluation summary results; and other information directed by the EPA WA COR.

Why 10 copies? The number of copies should equal the number of in-person attendees.

Task 5: Onsite Meeting Activities

SCG's onsite notetaker will assist the EPA WA COR with registering attendees, distributing name badges, setting up the meeting room, distributing handouts, ensuring registrants sign in, loading speaker PowerPoint presentations onto the EPA-provided laptop, coordinating with EPA facility staff regarding meeting room setup, security, and audiovisual equipment needs; and will provide, distribute, and collect evaluation forms from the meeting attendees.

Remove highlighted section. WAM will have assistance for SCG at the workshop to handle these items.

Reporting

Additionally, SCG will participate in bimonthly technical panel conference calls and meetings to provide updates.

This last sentence should reflect our approximately monthly calls (4 total), not bi-monthly.

Staffing

The SCG staff members providing the support described include: Ric Blackman, Beverly Campbell, Kim Le, Kristen LeBaron, Maria Osvald, Stacy Philipson, Erwin Solbach, Jonathan Strother, Darlene Summers and Susie Warner

The work assignment PWS was basically a notetaker, not a whole company. Maybe a manager and a webperson? Please adjust cost to reflect this change.

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						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:	
Contract Number EP-C-08-010			Contract Period 12/16/2008 To 11/30/2013			Title of Work Assignment/SF Site Name	
			Base Option Period Number 4			Workshop on Mercury Remediation	
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE				Specify Section and paragraph of Contract SOW 2.2			
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 12/01/2012 To 11/30/2013	
Comments:							
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund							
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PERFORMANCE WORK STATEMENT

Contract Number: EP-C-08-010

Work Assignment Number 4-69

Title: Support for the Region 9 State of the Science Workshop on Mercury Remediation in Aquatic Environments

SOW Section & Paragraph: 2.2

Period of Performance: Option Year 4: November 30, 2012 – December 1, 2013

1. PURPOSE

The purpose of this work assignment is to obtain services and support to plan, organize, summarize, and conduct specific activities for a mercury remediation workshop to be held at EPA Region 9 office in San Francisco, CA.

As part of implementing Region 9's strategic plan, Region 9 proposed holding a state of the science workshop to investigate the latest in remediation techniques for mercury contaminated sites with aquatic environments and examine the effects of current remediation practices. The proposal for logistics support was put forth by the ORD Superfund and Technology Liaison to Region 9 and accepted by OSP. The Region has begun planning the workshop. Contractor support is needed for coordinating the planning meetings, running the online registration webpage, coordinating presentation material submissions, being present for the workshop day in Region 9 (note-taking and logistics), and publishing a Proceedings document within one month after the workshop.

The workshop will provide a venue for all stakeholders to learn about these issues through presentations. Participants would include researchers, practitioners, regulators and vendors and is scheduled to take place in late September 2013 in the Region 9 office in San Francisco, CA.

The Contractor's activities will not require special expertise in the technical matters discussed at the workshop, but the Contractor should possess the practical knowledge, experience, and skills commonly used in note taking and preparing for such highly complex meetings with researchers, practitioners and other technical experts.

2. BACKGROUND

As a component to ORD's Superfund and Technology Liaison (STL) Program, ORD is assisting with the sponsorship and planning of this workshop. Michael Gill (Region 9 STL) is working with interested parties inside and outside EPA in planning this workshop. We anticipate about 100 people will attend. Most attendees will be from, but not limited to, the western United States. They will include Federal agencies, state and local governments, project managers, researchers, practitioners, private consultants and vendors, and responsible parties undertaking response actions (both voluntary and enforcement compelled). This workshop will be structured with a single track of talks and perhaps a breakout session, all held in one day in the EPA Region 9 office. We will invite technical speakers from in and out of the government.

3. PERFORMANCE WORK STATEMENT

This Performance Work Statement (PWS) describes EPA's requirements regarding services to be rendered by the Contractor in support of this workshop. Tasks include preparing summary minutes of planning meetings / teleconferences, arranging for and monitoring online registration (through Trainex.org), logistical support before and during the workshop, assistance in monitoring the preparation, receipt and final submittal of presentations, preparing and editing post-meeting proceedings, and distribution of online materials before and after the meeting.

Task 1. Prepare Work Plan and Cost Estimate

The Contractor shall prepare a Work Plan and Cost Estimate, including the proposed level of effort, cost plus fixed fee, and a schedule of tasks within 15 calendar days of the date of receipt of this SOW, and submit it to the Work Assignment Manager (WAM), the Project Officer, and the Contracting Officer for their respective approvals.

Task 2. Workshop Arrangements

The Contractor shall participate in organizational teleconferences (assume 8 one hour calls) as indicated by the WAM through written technical direction.

Task 3. Electronic Registration and Logistics

The workshop will be held in the EPA Region 9 office conference rooms in San Francisco. We anticipate about 100 attendees. We have secured space for September 25 and 26, and will select one of those dates soon. After approval of the Performance Work Statement and Cost Estimate, and upon notice to proceed from the Contracting Officer, work shall commence. The Contractor shall work with EPA to utilize the Trainex.org website for registration. The Contractor will assist with electronic dissemination of a registration notice to email lists and web pages as designated by the WAM. The registration page will contain a link that can be used to access up-to-date information concerning the meeting, including logistical information, agenda and background materials. The Contractor will maintain a computer database of all registrants, including their names, affiliations, phone numbers, and mailing and email addresses, and will generate the participant list from this database. Upon request, the current registration list will be available via email to the EPA WAM and other workshop organizers.

The Contractor shall manage the Trainex.org registration system throughout the registration process. The Contractor shall use and update this system to provide information about the upcoming workshop.

Task 4. Pre-Meeting and Post-Meeting Materials

This will be billed as a "green" workshop, and therefore will have very few paper handouts. The Contractor shall compile two sets of meeting materials:

- (1) Material for an electronic pre-workshop packet posted online and
- (2) Material for an electronic post-workshop proceedings packet available online after the workshop.

Materials for the pre-workshop packet shall include the most current draft agenda, background materials, a logistical fact sheet (to include hotel and travel info and to be prepared by the Contractor), available summaries of speaker presentations (PowerPoint format), speaker abstracts and biographies, and a list of all registrant email addresses. The Contractor shall provide the WAM with the pre-meeting packet materials approximately

one month prior to the workshop (electronically) and post the items online for the attendees as the information becomes available.

The Proceedings packet will include the final forum summary report, final agenda, a list of registered participants, weblinks to the posted final versions of speaker presentations (PowerPoint format), a forum evaluation form, and other materials as needed. The Contractor shall then post this online at a non-secured workshop website.

The Contractor, as directed by the WAM, shall assist EPA in monitoring the preparation, receipt and final submittal of presentations. This includes periodically contacting forum presenters to ensure they are on schedule in preparing and submitting their presentations and reporting back to the planning committee on their progress.

Task 5. On-Site Meeting Activities

- A. The Contractor shall use an EPA-provided laptop and LCD monitor and load all PowerPoint presentations on the laptop and ensure that the projection video equipment is working during the workshop.
- B. The Contractor shall take abbreviated notes during the workshop, identifying any action items, which will be used as part of the proceedings package.
- C. The Contractor shall provide, distribute and collect all forum evaluation forms from attendees during the workshop and compile them for incorporation into the edited proceedings.
- D. The Contractor shall assist with on-site registration, which should include signage, tables, simple nametags, sign-in sheets, etc.
- E. The Contractor shall assist the WAM in any day of conference support necessary, including coordination with facility staff, to ensure the smooth execution of the workshop.

Task 6. Preparing and Editing the Workshop Proceedings

Within 30 working days following the workshop, the Contractor will produce a draft summary Proceedings report and submit it to the EPA WAM for review and comment. The draft and final Proceedings report shall be written in an organized and concise manner that follows EPA acceptable style guidelines, including consistent verb tense, style, font, and punctuation.

EPA will provide the Contractor with modifications, comments, and revisions that the Contractor shall incorporate into the final edited Proceedings report within 15 calendar days of receiving EPA's comments. At this time, the Contractor will also incorporate the final agenda, a summary of the forum evaluation forms, speaker abstracts and bios, and the link to the presentation material online on the workshop website (to be accessible to the general public until January 31, 2014 and then transferred to EPA), the list of registrants, and their email addresses into the report.

Draft and revised Proceedings shall be provided to EPA in electronic format as an MS Word document and posted on the website as an Adobe PDF document.

4. SCHEDULE OF DELIVERABLES

The complete work assignment tasks are listed above.

<u>Task</u>	<u>Completion Date</u>
1. Performance Work Statement	Within 15 calendar days after receipt of this Statement of Work, the contractor shall provide a draft workplan and cost estimate. Within 10 calendar days of receipt of EPA comments, the Contractor shall submit a final workplan and cost estimate.
2. Workshop Arrangements	Within 10 calendar days after Notice to Proceed, the Contractor will participate in a kickoff conference call (up to 2 hours). Subsequent to that, there will be regular planning calls, at least once per month, whereby the Contractor is to take notes and provide a written summary of the meeting minutes within 5 business days.
3. Registration Web Site	The Contractor will work with EPA to utilize the Agency Trainex.org website to develop an internet-based registration and forum information system. This should be available within 10 calendar days after approval of the Contractor's work plan.
4. Pre/Post Meeting Materials	No later than 30 calendar days before the approved date of the workshop, the Contractor will assemble and provide an electronic version of the contents of the pre-meeting package to the EPA WAM and post same info on a website for access by the attendees.
5. On-Site Workshop Activities	The Contractor shall provide support for the registration of participants at the workshop. This may include signage, tables, nametags, sign-in sheets, etc.
6. Proceedings Preparation	Within 30 calendar days following the workshop, the Contractor shall prepare the draft Proceedings report. Within 15 calendar days after receiving EPA's modifications, comments and revisions, the Contractor shall incorporate EPA's modifications, comments, and revisions into a final Proceedings report in Word and Adobe PDF formats (see Special Conditions below). Within 15 calendar days after the workshop, the Contractor will post all final forum presentations, pre-meeting and meeting materials on the workshop website and retain it there until January 31, 2014, at which time it will be transferred to an EPA website. The Final Proceedings Report will also be posted on the Contractor website within 5 calendar days after approval by the WAM.

5. SPECIAL CONDITIONS

Final products will be produced by the Contractor upon EPA WA COR's approval through written technical direction. The Contractor will provide all materials written under these tasks to the EPA WA COR, as per work assignment, in electronic form. Electronic versions shall be compatible with the ORD and regional computer systems and software, (e.g., Microsoft Word and Adobe Acrobat).

6. CONFIDENTIALITY

Some of the work assigned under these tasks will be to draft, edit and review program and sensitive, organizational information, e.g., material related to the President's Budget, that will not be ready for broad or public distribution. The contractor shall not discuss the contents of any document with anyone not specified as a participant in the documents review process or its preparation. The EPA WA COR shall supply the contractor with a list of individuals involved with any documents under these tasks.

7. MANAGEMENT CONTROLS

Technical direction for this work assignment is provided by the work assignment statement of work, by the work plan developed to implement this work assignment by the contractor (after it has been accepted and approved by the EPA WA COR), and by the contractor's designated management representatives. Periodic meetings and emails between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The Contractor shall document these meetings and submit copies of this correspondence to the EPA Project Officer (PO) and EPA WA COR.

The Contractor shall meet with the EPA WA COR to present and discuss the work plan for this work assignment before it is approved by the EPA WA COR. With the exception of the EPA WA COR and PO, EPA personnel are not authorized to provide technical direction to the Contractor.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment, typically the DFO. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. These interactions do not result in direction to the Contractor.

8. TRAVEL

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer COR prior to the travel. The contractor is expected to travel and stay overnight near the meeting facility when meetings are held at locations outside of the Washington, DC metropolitan area, due to the long hours of support required. This workshop is scheduled to be held in San Francisco, CA at the end of September, 2013.